



HRG Memorandum 14-21

To: KEHP Human Resource Generalists (HRGs)
From: Department of Employee Insurance (DEI)
Re: Open Enrollment for PY 2015
Date: August 19, 2014

The Department of Employee Insurance is working to make this another successful Open Enrollment for our HRGs and members. **Mandatory, Active** Open Enrollment starts on October 13 and ends at midnight on October 30. Although many details are not finalized, we have dates for Open Enrollment Training and Benefit Fairs that we can share for your planning purposes.

Open Enrollment training for our HRGs starts on September 8 and ends on September 23 (9:00am to 3:00pm). See the attached schedule. Attendance at one of the training sessions is **strongly encouraged**. If you do not attend the full training session, we will not issue a training certificate. Please complete the attached training registration form and send to Lynn Mills with the subject line TRAINING ENROLLMENT via email to lynn.mills@ky.gov or by fax at 502-564-5278. Please allow 7 to 10 business days to receive your enrollment confirmation. Registration deadline is September 5.

Benefit Fairs start on October 1 and end on October 24. See the attached schedule for the fair closest to you. We are very excited again to offer web enrollment kiosks at most locations. This has proven to be a beneficial service and we encourage you to get the message out to your members to stop by for one-on-one assistance with enrolling.

As more information becomes available, we will send out Open Enrollment updates.

